

I-Hints for the I-Pad

For All Users



****Important notice :** Do not sync or plug the Ipad into your computer, . Your I Pad is managed by the school.

1. A Fast Way to The Top

To scroll back to the top of a page quickly, tap the status bar (where the current time is).

You can do this with some apps such as Mail and Notes with the columns while in landscape mode.

2. Quick Mute

Ever wanted to quickly mute your iPad? Just press and hold the volume button down and it will mute very quickly without having to press it repeatedly.

3. Add more icons on lower task bar

The dock at the bottom of the screen comes with four icons by default. Did you know you can add two more? You can have up to six! To add two more, just hold your finger down on any of the apps until they are shaking. Then drag the one you want down to the dock, press the home button and that's it.

4. Take A Screenshot

If you want a screen shot of anything on the iPad or within an application so you can email it, print it or save it, just press the home button and the sleep/wake button at the same time. The screen will flash and if you have the sounds activated it will play a shutter sound. The image is now saved in your Photos app.

5. Pause Downloads

If you need to pause a download because your battery is running low or it is slowing your Internet down, just tap the app while it is downloading and it will pause automatically. Tap again to resume.

6. Restarting

Sometimes it's necessary to reboot the iPad if it is having problems that aren't resolving. In order to do this, just press and hold the home button and the sleep/wake button together for about 10 seconds. Ignore the slide to power off message and your iPad shuts down. Now turn it on as you normally do and it should work fine.

7. Forcing A Misbehaving App To Quit

Sometimes Apps get weird. They can freeze and stop responding. To deal with that, press and hold the Sleep/Wake button until the slide to power off message appears. Let go of the button and then press the Home button for around six seconds. This forces the current app to quit and allows you to get back to work..

8. iPad Not Charging?

In general it is best to always charge the iPad with the included power adapter. If you do charge it through a USB port on your computer, it will only charge when the screen is off.

9. Shake To Undo or Redo

While typing, just shake the iPad up and down gently and undo window will appear

10. Get Extra Symbols

This is a great tip for those that need to add special characters. There are some keys you can hold down to bring up extra options. Just tap and hold down a letter you want and if there are any extra options it will display them in a pop up.

11. Replace words when typing

A new feature on iPad is the Replace function. Select any word by double tapping, which brings up the option Replace. Tap this and you will see possible replacement words – a great iPad tip that saves you a lot of time.

12. How To Clean The iPad

Ever wonder how to clean your iPad without ruining that really nice oleophobic coating? Officially you are supposed to clean it with only a soft, slightly damp, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, abrasives, or alcohol to

clean any part of your iPad.

13. Battery Care

Ever wonder how to get the most out of your iPad batteries? The batteries are lithium polymer (rechargeable) and eventually will wear out, but there are some things you can do to get the longest life out of them. Keep them out of heat above 95 degrees and cold below 32 degrees. Always make sure you have the latest software. Make sure you go through at least one charge cycle per month (charging the battery to 100% and then running it completely down). Turn off Bluetooth , Wifi when not available.

14. Zoom Out Fast in Maps

This is the only current app that supports this feature but if you tap a map with two fingers it will zoom out. Use pinch for much more precise control.

15. Compass within “Maps”

You can use the compass right within the Maps application. Press on the Find My Location button once and then press it again. The compass will now appear showing where north is and it will also try to figure out which direction you are facing. This is a real handy tips for travelers or if you lost.

16. Scroll Through Calendars Quickly

Want to get to months on your calendar a lot quicker than just clicking month by month? Just hold your finger on the timeline at the bottom of the screen and scroll through to pick a month/year.

17. WiFi Issues

A majority of the current “wifi” issues can be solved by raising or lowering the brightness in your iPad settings.

18. Group Your Icons

To group your app icons just hold the app until the icon shakes and slide them all on top of each other by category such as business, music, games, news, etc.

19. Get Free e-Books

The iPad supports the EPub format and any Ebook be installed by emailing it to

yourself. Search for “Epub” or you can visit the Epub books site which has a ton of free ebooks.

20. Dimming the Screen

You can use the brightness setting to adjust the brightness but if you need it even more dim, then you can use the iBook app’s brightness setting which lowers the level even further. Under the Large A icon.

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